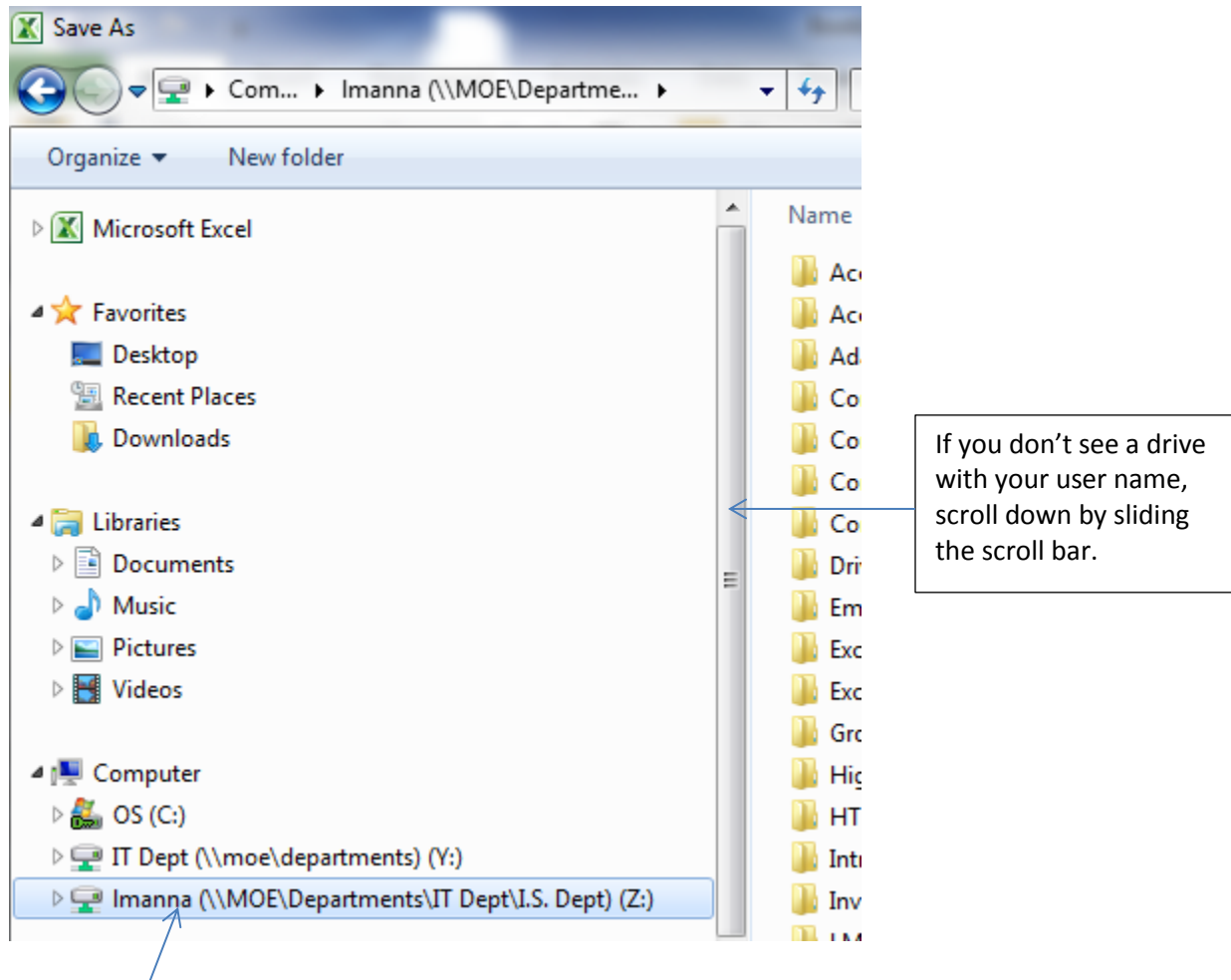


Saving to the Network

If you're working in Word or Excel, your file path should already be set to save to your Network drive.

If you're working in Word or Excel, and click File, Save As, you should see an option similar to the following:



Your network drive will show your user name as part of the drive name. You may have to scroll down to see your network drive.

Note: some users have a shared drive and will see the shared name instead of their user name.

Saving to the Network

Moving Files from Your Desktop to Your Network Drive

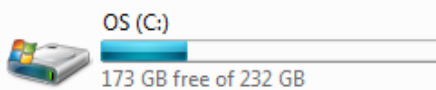
Open your Computer from the start up



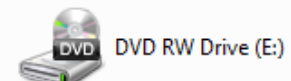
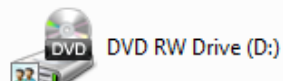
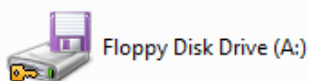
2. Click to open Computer

1. Click to show computer option

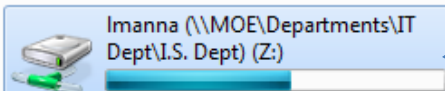
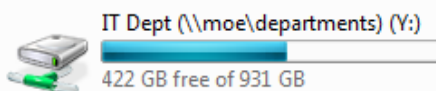
Hard Disk Drives (1)



Devices with Removable Storage (3)



Network Location (2)



Double click to open your network drive

Saving to the Network

You can create additional folders in your drive to organize your files and save in the new folders.

You can Copy the files from your desktop and Paste in your network drive. Once you know you have it saved to the network, delete it from your desktop. Double-check to make sure it is saved to the network before deleting it from your desktop.

Or you can Cut the files from your desktop and Paste them into your network drive. Be very careful not to delete the files.

Or you can right-click the files on your desktop and use Send to, to put them in your network drive. Once you know you have it saved to the network, delete it from your desktop. Double-check to make sure it is saved to the network before deleting it from your desktop.

Create a Shortcut on Your Desktop

To create a shortcut: right-click on your folder or file, select Send to and select Desktop (create Shortcut)

